

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of August 28, 2007 - Hosted by the City of Deer Park

CALL TO ORDER

Ron Crabtree, Chairman, called the meeting to order at 11:00 a.m.

INTRODUCTIONS

Jim Ganger, Lubrizol, introduced David Smith as the new Health & Safety Manager for Lubrizol, and advised the LEPC team that he (Jim) had been reassigned other duties within the company.

Chairman Crabtree commented, "We want to thank you for your regular attendance and the strong contribution of service, energy and ideas you have provided to this LEPC. We look forward to working with David and the continued leadership established by Jim."

Russ Kuykendall, Texas Parks & Wildlife, advised the LEPC that Brady Hutchinson has accepted the position as Fire Marshal for the City of LaPorte and his intermittent replacement will be Ken Grebb.

Self introductions were given by Dawn Robertson, representative for Rohm & Haas, and Earl Stepp, representative for Geo Specialties filling in for Bill Young.

MINUTES

Motion was made by Sam Pipkin and seconded by Tracy Roberts to approve the minutes of June 26, 2007. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Sam Pipkin and seconded by Don Davis to accept the financial report for July 2007, as submitted:

LEPC Fund Balance	\$ 53,482.89
Wally Wise Guy Campaign	\$ 14,154.37

Motion carried unanimously.

CORRESPONDENCE

An e-mail from Lance Walker advising the LEPC he has left TCEQ. (Exhibit A)

COMMITTEE REPORTS

Ron Crabtree, Chairman Executive Committee, reported:

2008 Budget – “We are distributing the preliminary budget for 2008 to provide a comparison between the current 2007 budget and the proposed 2008 budget. We will hear comments/questions from the committee today, and the budget will be placed on the agenda for adoption at the September meeting.”

David McKinney, Community Awareness Subcommittee Chair, gave an overview of the Community Awareness budget items requested for 2008, “We may see a lower cost for the calendar production based on the new purchasing process established by the city, but this will not be realized until after the adoption of the budget. The Household Hazardous Materials Collection Day request of \$18,000 is based on previous collection costs, but may increase should we not have enough volunteers and have to actually pay workers. The Focus Group requested funds will allow for follow through on the detailed information provided at the first meeting to bring the awareness level higher. This will be measured over time. The funds for the New Resident/Business mailing are to enable the committee to provide information to the new citizens and businesses coming in on the east side of Deer Park on sheltering-in-place.”

Sam Pipkin, Communications Subcommittee Chair, gave an overview of the Communications budget items requested for 2008, “The new signs for roadways and City parks, and the Whelan Siren upgrades were completed in the current budget. We will look at replacement of the signs in the future. Something new we are looking at is the Emerge System and a computer (one time cost) for the E-Notify System which works in conjunction with the Emerge System.” Mr. Pipkin gave an overview of how the E-Notify and Emerge Systems work.

Vice-Chairman Don Davis asked, “Will each member be required to subscribe to the service to make it fully functional?”

Mr. Pipkin advised the LEPC that some industry members are on the system, some have seen the system demonstrated, and LaPorte has the system.

Tracy Roberts, Emergency Response Subcommittee Chair, commented, “Last year we had a grant which helped to subsidize the full scale drill. This year we are planning the tabletop drill with a full-scale drill again in 2009 at which time we will then look at increasing the budget.”

Jim Ganger questioned the contribution made by the City. Chairman Crabtree then gave an overview of the financial formula which determines allocation amounts for each industry member, “The city’s contribution of \$5,000 is deducted from the overall budget. The balance is then divided in half. One half of the budget is then divided by the number of participating industry members which gives a base share amount. The second half is divided by the number of total employees from industry which gives an employee share. Each industry is then billed their base share plus the cost of their employees. We have a few associate members who participate on a reduced basis.”

Transportation Sub-Committee Chair – Chairman Crabtree advised, “Ken Reed, current chairman for the Transportation Subcommittee has taken a position as a consultant and will no longer be able to serve on the LEPC. The Executive Committee will make contacts with individuals who may be interested in assuming those duties and make a recommendation to the LEPC in September.”

Grant Fund Opportunity – Chairman Crabtree advised the LEPC that grant funds are available for funding assistance in the operation of the LEPC, and while there is not a full scale drill for 2008, the Executive Committee chose the LEPC Calendar to submit for funding for 2008. Sam Pipkin will submit the application on September 15, 2007. The application requires a vote of the committee.”

Motion was made by Sam Pipkin and seconded by Tracy Roberts that a grant application be submitted in the amount of \$24,500 for funding of the 2008 LEPC Calendar. Motion carried unanimously.

Sam Pipkin, Chairman Communication Subcommittee, reported:

CECC Handbook – Mr. Pipkin reported, “There has been no roll out date designated for the CBT (Computer Based Training) on the CECC Handbook. The committee is meeting August 29th.”

David Wade, Harris County Fire Marshal’s Office, advised, “Two years ago the committee put together a subcommittee to prepare a workable document for industry and emergency managers to log into to provide information on their individual industry units as to personnel, contact information, whether the unit was shutting down, crews on hand, crews staging areas, etc. for use during a hurricane. Individuals can visit www.hurricanestatus.com for information needed by OEM’s for planning during a hurricane situation. The plant managers, through the EHCMA Board, were authorized to access the system to set up facility information to keep the OEM’s abreast of conditions, personnel, status of operations, etc.”

Sam Pipkin commented, “Security measures were included so that the information comes to OEM’s only, and cannot be viewed by other companies.”

David Wade continued, “After 2005 and Hurricane Rita, an action item for the EHCMA was to review the responses to determine the status of each facility and who to contact for better management of incidents.”

OEM of Southeast Harris County Meeting – Mr. Pipkin reported, “We had a really good meeting with Harris County and CIMA members to discuss what we each do and how our actions play a part in response and timelines. We hope to make this an annual process and to do it earlier in the year, possibly May, and hope for better attendance. Emergency Management appreciates input from the various groups. We want to be on the same page for sheltering, evacuation, response, process, etc.”

Jim Ganger commented, “A sister program to the hurricane.com is personalstatus.com which allows the use of internally tracking employees.”

David McKinney, Chairman Community Awareness Subcommittee, reported:

2008 LEPC Calendar – “The Community Awareness Subcommittee met with Russ Kuykendall and members of the Texas Parks & Wildlife and the San Jacinto Museum to view final submissions for the 2008 calendar. The process has begun, and we are excited about the calendar.”

Focus Group Meetings and Community/Civic Organizations – “We will rejuvenate the speakers group for the LEPC and begin outreach programs with community and civic organizations focusing on the information provided by the focus group. We will use the drill and sheltering-in-place video, a ten minute presentation, to provide additional information, as well as provide background information on the LEPC and our program.”

Tracy Roberts, Chairman Emergency Response Subcommittee reported:

2007 Drill - “The drill will be held at the CIMA office on East Boulevard on September 6, 2007 from 8:00 – 11:00 a.m. This is a tabletop drill with a scenario of an Ammonia leak at the Schwan’s Food facility on Georgia Avenue.”

Transportation Subcommittee:

Transportation Legislation – Chris Hext reported, “As previously discussed, HB3011 is legislation proposed by representatives Wayne Smith and Mike Jackson to create a taxing district along the Houston Ship Channel. We are talking about \$30,000,000 grant funds for the project for OEM’s and then there is a possible \$50,000,000 for hardware. There are two categories for funding outside the grant funds – property value assessment and industry participation. This is a joint effort between the community, Port of Houston, and EHCMA.”

Rick Deel commented, “The system will cover the major thoroughfares of I-10, Highway 610, Highway 225 and the ship channel, and allow better communication grids through TXDOT, not just the ship channel.”

Chris Hext continued, “This is a major opportunity to ensure security. There will be much more traffic for LaPorte and Highway 225 due to Bayport, some 5,000 trucks a day, and getting them out without bottlenecking will be interesting. There are warehouses along Red Bluff, Highway 146 and Bay Area Boulevard which will bring in a whole new group of products. Cargo will be coming in, moving out and being stored. TXDOT has no plans for Highway 146 in the immediate future. The Rail Task Force has a twenty year plan.”

Chairman Crabtree commented, “This just reinforces the need for a Transportation Subcommittee. The committee will need to actively monitor the changes to direct our efforts and assist this LEPC in the direction necessary for rising safety and risk issues for our community.”

Chris Hext continued, “We will continue to work with EHCMA and Judge Emmett while starting to work our own issues.”

NEXT MEETING

The next meeting will be September 25, 2007 at Deer Park City Hall.

ATTEST:

APPROVED:

Sandra Watkins, TRMC, CMC
City Secretary

Ronald V. Crabtree
Chairman